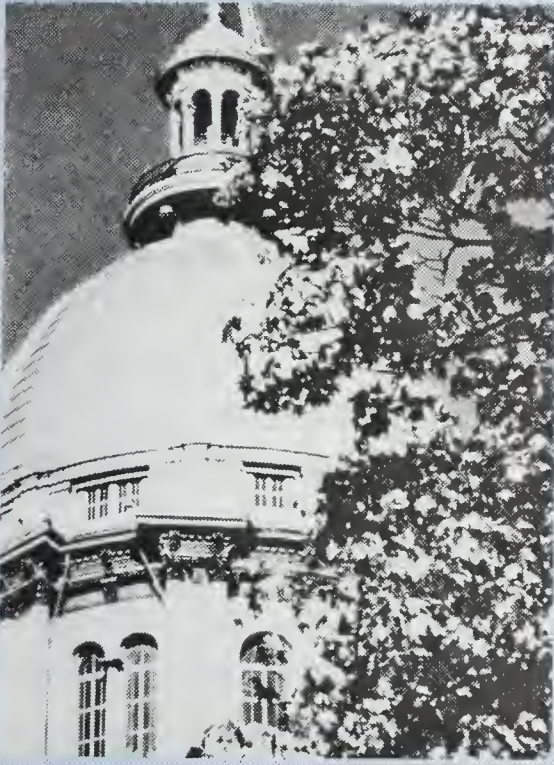


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Internship Programs



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Office of the
Secretary of State

YEAR-LONG FELLOWSHIP PROGRAM

Purpose and Objectives

The Secretary of State Year-Long Fellowship Program is established to recruit and train capable, public service-minded personnel for state government experience with the Office of the Secretary of State. The program is designed to attract recent college graduates who would be eligible to participate. Fellows will receive training and experience to gain knowledge and understanding of a major department's programs, legal obligations, service philosophies and operating objectives.

Selection and Training

Fellows will be appointed following a selection process that includes an application and interview. The application must include the following: prior work experience, extracurricular activities, an essay indicating why the fellowship will benefit the applicant's career goals, and a transcript of grades. Fellowships last for nine months (September through May).

Fellows will be asked to attend seminars that will broaden their knowledge of the functions

of the Secretary of State's office, as well as other governmental agencies.

Standards

Fellows must maintain a level of performance judged satisfactory by the department director to which assigned. Evaluation reports will be prepared by each administrative staff member who is assigned to work with a fellow. These reports will summarize the fellow's work. Fellows will also prepare a similar report to evaluate their own experiences and progress. Such evaluations will serve as an aid to future internship programs.

Program Period

Sept. 3, 1991 — May 29, 1992

Candidates who are selected for the program will receive a salary of \$1,400 per month for a period of nine months.

Information

For an application or more information, call or write:

Program Coordinator
Secretary of State's Office
Year-Long Fellowship Program
213 Capitol Building
Springfield, IL 62756

Ph. (217) 782-2201.
Mon. – Fri. — 8:30 a.m. — 5 p.m.



Secretary of State Jim Edgar is flanked by the 1990-91 Year-Long Fellows and Edna Walden (right), program coordinator.



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1991 SUMMER INTERNSHIP PROGRAM

College students who are Illinois residents can work in the most diversified office in state government through the Illinois Secretary of State's Summer Internship Program.

To be eligible, students must be in good academic standing and have completed at least 60 semester or 90 quarter hours at an accredited college or university.

Last summer, 25 students from 18 colleges and universities participated in the program, working in 16 of the office's departments.

Those students selected in 1991 will receive a monthly stipend of \$900. The program period is June 3 through Aug. 9, 1991.

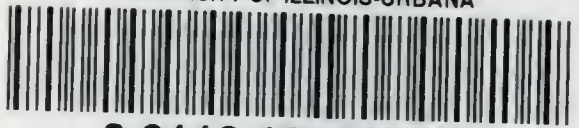
Interns can pursue their areas of academic or professional interest in one of 21 departments in the office, including Driver Services, Communications, Accounting Revenue, Business Services, Data Processing Services and the State Library.

Interested students must submit a completed application form, college transcript and a written essay describing their interest in working for the office.

To receive an application, write:

Program Coordinator
Secretary of State's Office
Summer Internship Program
213 Capitol Building
Springfield, IL 62756

Call the coordinator at (217) 782-2201 Monday through Friday, 8:30 a.m. to 5 p.m., if you have any questions.



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MAJOR FUNCTIONS OF THE SECRETARY OF STATE'S OFFICE



- Issues drivers licenses
- Registers and titles vehicles
- Operates the Illinois State Library and the Archives
- Registers and monitors Illinois corporations
- Publishes the *Illinois Blue Book*, *Rules of the Road*, *Handbook of Illinois Government*, and other publications
- Certifies official documents and compiles legislative laws and proceedings for publication
- Administers the sale of stocks, bonds and other securities in the state